



**EARL RAY TOMBLIN**  
GOVERNOR

**STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE**  
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**MARY JANE PICKENS**  
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DIRECTOR

## MEMORANDUM

TO ALL AGENCY FLEET COORDINATORS

State vehicles, which are leased/financed through the Department of Administration (DOA)/Fleet Management Office (FMO), are owned by DOA/FMO, but are insured by the Board of Risk and Insurance Management (BRIM) through the agency operating the vehicle. This insurance provides coverage for any incidents or accidents. Therefore, reporting of your agency's vehicle information is the Agency's Fleet Coordinators responsibility. Further incidents or accidents are the "leasing" agencies duty to report to BRIM within 48 hours.

Once the adjuster has evaluated the damage to the vehicle and IF it is determined to be a total loss, this information **MUST** be communicated to FMO. Also, BRIM/AIG **MUST** be notified that the total loss documents need to be redirected to DOA/FMO, attention: Becky Farmer.

By following these steps, it will avoid any duplication of effort on everyone's behalf as well as accelerate the payment of the claim.

Thank to each of you for your assistance with this matter.